

WAREHOUSE TECHNICIAN I

DEFINITION

Under general supervision, performs a variety of routine duties related to assisting the Warehouse Technician II in storage facility maintenance, inventory control, purchasing of materials and supplies, vehicle fleet maintenance, and employee uniform controls; and performs related work, as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level water service position, working under the direction of the Water Distribution Manager. Work is performed under general supervision while following established policies, procedures, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Warehouse Technician II in daily operations of the warehouse; receives, stores, and maintains a variety of materials, equipment, and tools in proper storage areas; maintains cleanliness and safety of warehouse facility and surrounding area; maintains material inventory in orderly manner; issues and returns materials for field, production, water quality, and customer service work order requests; delivers vehicles for maintenance and repair, as directed; maintains employee uniform control; operates forklift; cross trains with the Warehouse Technician II and performs principle duties associated with that position in the absence of the Warehouse Technician II; adheres to standards as prescribed in the District's *Injury and Illness Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school, or GED equivalent, and six months of warehouse and forklift experience.

Knowledge & Abilities - **Knowledge of:** General methods used in receiving, storing, using, and maintaining records of materials, equipment, and supplies; warehouse operations and procedures, purchasing, and record keeping principles and practices; and basic safety rules as they apply to warehouse operations. **Ability to:** Operate a forklift and related equipment; perform a wide variety of responsible warehouse duties; conduct general transportation duties; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

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Licenses & Certificates - Must possess a valid, unrestricted Class "C" California driver's license. A valid, unrestricted Class "A" California driver's license, or ability to obtain within six months of hire. Must possess a California Department of Health Services Water Distribution Operator Grade 1 Certificate within one year of hire. Must possess Forklift certification within six months of hire.

WORKING CONDITIONS

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED: 
DIRECTOR OF HUMAN RESOURCES

DATE: March 17, 2008

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.
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